



AUGUST 22, 2023
City of Port Angeles UTILITY ADVISORY COMMITTEE Agenda

This meeting will be conducted as a hybrid meeting. In hybrid meetings, members of the public, Council members, and City staff have the option to attend the meeting in person, in Council chambers at City Hall located at 321 East 5th Street, Port Angeles, or remotely via telephone or video link.

The Chair may determine the order of business for a particular UAC meeting. The agenda should be arranged to best serve the needs and/or convenience of the UAC and the public. The Chair will determine time of break. Hearing devices are available for those needing assistance. The items of business for regular UAC meetings may include the following:

A. Call to Order – Regular Meeting at 3:30 p.m.

B. Public Comment

The Utility Advisory Committee (UAC) desires to allow the opportunity for Public Comment. However, the business of the City must proceed in an orderly and timely manner. Visit <https://www.cityofpa.us/Live-Virtual-Meetings> to learn how to participate during public comment and or watch the meeting live. Written public comments can be submitted to: gking@cityofpa.us, comments will not be read aloud but will be made part of the record. Comments should be received by **10:00 a.m. Tuesday, August 22, 2023.**

For audio only please call: **1-844-992-4726**

Use access code: **2553 346 8154**

Password: **HgCVPmrt338 (44287678 from phones and video systems)**

Once connected, press *3 to raise your virtual hand if you wish to make a comment or public testimony. You will be notified when it is your turn to speak. This access code is good for the **August 22, 2023** meeting only. If you are joining in through the Webex link:

<https://cityofpa.webex.com/cityofpa/j.php?MTID=me307d52cebd05d76cd80c9147ee8d2c7>

and wish to make a comment or public testimony, please use the “raise your hand” feature in Webex. You will be notified when it is your turn to speak.

Members of the public may address the UAC at the beginning of any Regular Meeting under "Public Comment." The UAC desires to allow the opportunity for Public Comment. However, the business of the City must proceed in an orderly, timely manner. At any time, the presiding officer, in the presiding officer's sole discretion, may set such reasonable limits as are necessary to prevent disruption of other necessary business. At its most restrictive, Public Comment shall be limited to a total of 15 minutes for the Public Comment period. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 20 people are signed up to speak each speaker may be allocated two (2) minutes.

Individuals who are residents of the City or own businesses within the City will be called to speak first, with preference given to those who wish to speak to an item on the meeting's agenda. If time remains, the presiding officer will call other individuals wishing to speak, generally in the order in which they have signed in. If time is available, the presiding officer may call for additional unsigned speakers.

Persons speaking shall state their name, whether they reside within the City limits, whether they have any other pertinent connection to the City, and whether they are appearing as the representative of an organization.

Excerpts: Council Rules of Procedure Section 12

C. Late Items

To be placed on this or future agendas, including any executive session needed during or at the end of the meeting.

D. Minutes June 13, 2023 | *Approve*

E. Fee Ordinance/Fee Consultant Study Methodology and the State Law/City Council Recommendation to add Second ADU / Verbal Update by Shannen Cartmel, Community Services Deputy Director/CED Manager

F. Source Control Fees / Presentation by Vince McIntyre, Capital Project Engineer and Howard Carlseen, Source Control and PPA

G. UAC Subcommittee Selection/2025 Comprehensive Plan Periodic Update / Discussion/Action by Ben Braudrick , Principal Planner/CED

H. Future UAC Topics, Members

I. Next Meeting September 12, 2023

Adjournment



UTILITY ADVISORY COMMITTEE MEETING

Hybrid Meeting
Port Angeles, WA 98362
June 13, 2023
3:00 p.m.

I. A. Call to Order

Chair Mattias Järvegren called the meeting to order at 3:03 pm.

B. Roll Call

UAC Assigned

Councilmembers Present: None

UAC Members Present: Chair Mattias Järvegren, Robert Kajfasz, Richard French, and Terry Nishimoto

UAC Members Absent: Mayor Kate Dexter, Councilmember Amy Miller, Councilmember Lindsey Schromen-Wawrin, and Laura Dodd.

Staff Present: Public Works and Utilities Director Mike Healy, City Engineer Jonathan Boehme, Electrical Engineer Jack Nieborsky, Finance Director Sarina Carrizosa, Systems Network Analyst Daniel Harris, Public Works Management Assistant Jessica Toth, City Clerk Kari Martinez-Bailey, and City Attorney William Bloor.

II. Approval of Minutes

Member Kajfasz moved to approve the May 09, 2023, minutes. Member French seconded the motion.

Chair Järvegren asked if there was unanimous consent. Due to technical difficulties, Member Nishimoto could not respond.

Director of Public Works and Utilities Mike Healy asked to postpone the approval of minutes until after the presentation to allow time to resolve the problem.

III. Public Comment: The public is invited to provide written comments via e-mail prior to the meeting, call-in and via WebEx.

There was no public comment.

IV. Budgeting and Financial: Capital Financial Plan (CFP) Presentation

Capital Financial Plan (CFP) 2024-2029 – Finance Director Sarina Carrizosa presented the Utility Capital Financial Plan. The plan included an overview of Capital Facilities Planning and

Process, 2022 completed projects, utility funding sources and expenses combined, cash flows by fund, Citywide utility new project listing and next steps.

Discussion followed.

Member Kajfasz moved to begin a study on implementing a community solar project to be funded in fiscal year 2025. Discussion followed. Chair Järvegren seconded the motion. Member French spoke to the motion regarding being meticulous about written contracts.

Chair Järvegren asked if there was unanimous consent, hearing no opposition, the motion carried 4-0.

Chair Järvegren moved to forward a favorable recommendation to City Council for approval of the utilities portion of the 2024-2029 Capital Facility Plan. Member French so moved. Member Kajfasz seconded the motion.

Chair Järvegren asked if there was unanimous consent, hearing no opposition, the motion carried 4-0.

Chair Järvegren moved to approve the May 09, 2023, minutes. Member Kajfasz seconded the motion.

Chair Järvegren asked if there was unanimous consent, hearing no opposition, the motion carried 4-0.

V. Calendar of Actions & Meetings

VI. Next Meeting Date: July 11, 2023

VII. Adjournment: 4:15 p.m.

Chair Mattias Järvegren

Jessica Toth,
Public Works Management Assistant

F. Source Control Fees / Presentation by Vince McIntyre, Capital Project Engineer and Howard Carlseen, Source Control and PPA

As required by Ecology's 2019-2024 Phase II Stormwater Permit, the City developed a new inspection-based Source Control Program for local businesses. This new regulatory program consists of a City inspector performing periodic inspections of all commercial, industrial, and institutional businesses within the City limits that have been categorized by Ecology as having the potential to pollute. Ordinance to define and support the program was passed by City Council in July 2022 and inspections commenced January 1st, 2023.

Developing and implementing this new program required the City to assign annual fees to the businesses being inspected in order to fund the program. Funds cover the City's expenses, such as labor, transportation, tracking software, inspection equipment, training, educational materials, and reporting to Ecology. These fees are necessary but are also one more hurdle local businesses have to clear in order to remain viable. To help cover these costs, the City has found a way to leverage State funds to offset the cost for eligible businesses that are in compliance with the program.

In this presentation, Staff will present this creative funding approach to the UAC and, in return, are looking for feedback, guidance, and direction for next steps, such as drafting revisions to municipal code.

**G. UAC Subcommittee Selection/Port Angeles 2025 Comprehensive Plan Periodic Update
/ Discussion by Ben Braudrick, Principal Planner/CED**

The UAC is being asked by staff to become more engaged alongside the City Council and Planning Commission in the upcoming 2025 Comprehensive Plan Periodic Update in order to ensure capital facilities plan prioritization, utility development, and utility rates are all included in the planning process and discussion.

Calendar of Actions and Meetings

- 2024 Budget
- Cost of Service Studies – Electric, Storm Water, and Solid Waste
- Utility Rates – as needed

Next UAC Meeting

September 12, 2023

3:00 – 5:00 PM

This meeting will be conducted as a hybrid meeting.